



# DLM Administration Calendar 2015-16

Tentative Dates	Resources	Software	Assessment Deadlines and Windows
<b>Spring 2015</b>			
May 29	Final Accessibility Manual published (availability of state appendix or customized versions determined by each state)		
<b>Summer 2015</b>			
June 18		Software release	
July 31		Last day for access to data related to the 2014-15 school year through Educator Portal.	
Mid-August	Final Technical Liaison Manual and Data Steward Manual published (availability of state appendix or customized versions determined by each state)		
Late August and early September	Draft Assessment Coordinator Manual and Test Administration Manual published (availability of state appendix or customized versions determined by each state)		
August 1	Last day for a state to switch to a different model (IM or YE) for 2015-16.		Recommended deadline to provide state-level organizational data to operations team.
August 6		Software release	
August 10	Data file layouts and file upload templates available for student enrollment and rostering		
Late August – September (rollout by state)	Required Test Administrator Training modules available for 2015-16		

**Key: new/changed items are highlighted in yellow**

Last Updated: November 2, 2015

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Tentative Dates	Resources	Software	Assessment Deadlines and Windows
<b>Fall 2015</b>			
September	Webinars conducted for Assessment Coordinator (IM model), Data Steward, Technical Liaison		
September 10		Software release including new KITE client, KITE apps, and LCS	
September 1 – October 5			Data verification/revision window (preparation for Instructionally embedded testing)
September 15- October 1	Updated Test Administration Manuals and Assessment Coordinator Manuals published with changes from software release.		
October 9			Recommend deadline to complete enrollment/user/roster uploads for states starting instructionally embedded assessment when ITI first opens (no later than 2 weeks ahead of launch of window)
October 23			Recommended deadline to complete First Contact and PNP for states starting instructionally embedded assessment when ITI first opens (no later than 2 days ahead of launch of window)
November 5		Software release	
<b>NOVEMBER 9 - FEBRUARY 29</b>		Instructional Tools Interface (ITI) in Educator Portal opens.	<b>FALL-WINTER TESTING WINDOW (Instructionally embedded testing)</b>
Early November	Webinars conducted for Assessment Coordinator (YE model)		
December 17		Software release	

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December 18-January 1		Instructional Tools Interface (ITI) in Educator Portal temporarily closed	Instructionally embedded assessments unavailable
<b>Winter 2015-16</b>			
January 8			Recommend deadline to complete enrollment/user/roster uploads for participation in spring testing
January 15			Recommended deadline to complete First Contact and PNP for participation in spring testing
January 19 – February 19			Data verification/revision window (preparation for spring testing window) no later than 3 weeks before state's spring window opens
Early February	Building principal webinars conducted		
February 4		Software release	
February 5-8		Instructional Tools Interface (ITI) in Educator Portal temporarily closed	
February 10			Deadline to complete required test administrator training before spring window (applicable only to educators who did not complete training requirements earlier in the year).

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Tentative Dates	Resources	Software	Assessment Deadlines and Windows
February 29			Last day to use instructionally embedded assessments. Final date to mark "Braille" in Access PNP Profile to receive braille forms for spring window. Recommended deadline to complete First Contact and PNP for states participating in only spring testing. (applicable only to those who did not participate in ITI assessments earlier in the year).
<b>Spring 2016</b>			
March 1 – end of school year		Instructional Tools Interface in Educator Portal closed for the year	Instructionally embedded assessments unavailable
March 11		Software release	Braille forms delivered for spring window (tentative)
<b>MARCH 16 – JUNE 10</b>			<b>CONSORTIUM OPERATIONAL SPRING WINDOW FOR ELA, MATH, AND SCIENCE</b> (State windows individualized within)
May 12		Software release	
<b>Summer 2016</b>			
Dates vary (21 days after close of state window)	English language arts and mathematics individual student score reports and score files distributed		
June 15	2015-16 required test administration training modules closed		
July 1	Aggregated reports for 2015-16 sent to states		
July 31	Access to 2015-16 data in Educator Portal ends		

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